



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

2525 Grand Avenue, Long Beach, California 90815 (562) 570-4012 FAX (562) 570-4049

TRANSFER OPPORTUNITY – ADMINISTRATIVE ANALYST III PUBLIC HEALTH BUREAU

(Open to current, permanent City employees)

The City of Long Beach Department of Health and Human Services/Public Health Bureau is accepting applications for a full-time CLASSIFIED Administrative Analyst III position. This dynamic position plays an integral role on the Bureau management team and offers the opportunity for innovation and resource development in the areas of grant research, grant writing and assistance with program implementation for public health and community based health services.

Administrative Analyst III

Salary Range: \$4,309 – 5,862 per month

Examples of Duties:

- Under the direction of the bureau manager, monitor more than 25 grant funded agreements
- Review bureau budgets (expenses and revenues) for compliance
- Prepare of City Council letters, agreements and subcontracts and ensure all City's processes for such are completed
- Participate in annual overhead burden study for grant billing purposes
- Ensure the efficient flow of paperwork/documentation
- Submit grant billings in a timely manner
- Assist in Targeted Case Management/Medi-Cal Administrative Claiming Processes
- Prepare annual bureau budgets
- Assist in general administrative functions of bureau oversight (MOUs, contracts, leases and permits)
- Prepare grant applications, budgets and justifications for bureau
- May supervise subordinate personnel
- May develop additional grant resources, administer programs and conduct interviews
- Operate a variety of office machines (i.e., copier, fax)
- Other duties as assigned.

Desirable Requirements

- Ability to work independently with minimal supervision and exercise sound judgment in carrying out duties and responsibilities under guidance of bureau manager
- Experience in grant writing or monitoring or experience working in public health agency

Mail, fax or email resume with cover letter indicating position of interest to:

DEADLINE: Open Until Filled
Theresa Marino, Manager of Public Health
City of Long Beach Department of Health and Human Services
2525 Grand Avenue
Long Beach, CA 90815
FAX: (562) 570-4049

The City of Long Beach is an Equal Opportunity Employer. This information is available in an alternate format by request to the Payroll/Personnel Office at (562) 570-4012.